



DEFENSE LOGISTICS AGENCY
THE DEFENSE CONTRACT MANAGEMENT COMMAND
8725 JOHN J. KINGMAN ROAD, SUITE 2533
FT. BELVOIR, VIRGINIA 22060-6221

IN REPLY
REFER TO

AQOF

APR 1 1997

**MEMORANDUM FOR COMMANDERS, DEFENSE CONTRACT MANAGEMENT
DISTRICTS**

**SUBJECT: DCMC Memorandum No. 97-34, New DCMC Software Center Charter
(INFORMATION)**

This is an INFORMATION memorandum effective until the DCMC Software Center is staffed and a Detailed Operations Plan published, not to exceed one year. Target audience: All DCMC employees.

The DCMC Software Center is established under the authority of General Order 36-96 published November 4, 1996 (Attachment 1). The Software Center is chartered to enhance DCMC's capability to provide a comprehensive, common process focus throughout all organizational levels. These capabilities include: Early CAS technical services to our software acquisition customers, internal post-award support throughout the Command, and career opportunities for our aspiring software professionals. I expect my HQ staff, District Commanders, and all DCMC Contract Administration Offices to give their full support in achieving the Center's mission, including its resource needs. As stated in the attached DCMC Software Center Charter (Attachment 2), CAO Commanders with software professionals certified at Software Professional Development Program Level III should structure their FY98 Business Plans to account for 51 percent availability of these Level III resources to the Center.

Defense Contract Management District East will host and activate the DCMC Software Center organization. Job announcements for the permanent DCMC Software Center staff positions have been published for competitive selection across the Command. Software Center staffing is expected to be complete no later than September 30, 1997.

Your support is greatly appreciated. Questions should be referred to CDR Jim Seveney, USN, AQOF, (703) 767-3358.


JILL E. PETTIBONE
Executive Director
Contract Management Policy

Attachments



DEFENSE LOGISTICS AGENCY
HEADQUARTERS
8725 JOHN J. KINGMAN ROAD, SUITE 2533
FT. BELVOIR, VIRGINIA 22060-6221

CAI

GENERAL ORDER
NO. 36 -96

November 4, 1996

I. AUTHORITY: Approval of the Deputy Director, Acquisition.

II. REFERENCES:

- A. HQ DLA General Order No. 02-96, dated January 29, 1996.
- B. HQ DLA General Order No. 22-95, dated September 26, 1995.

III. Pursuant to cited authority and effective November 15, 1996, the Defense Contract Management Command (DCMC) Software Center is established as a principal staff element of the Defense Contract Management District East (DCMDE). The related mission, objectives and resources of the Operations Support Groups in DCMD West and DCMD East will be transferred in place.

IV. The DCMC Software Center is established to provide consistent software related technical support to external and internal DCMC customers throughout all phases and levels of the DoD systems and software acquisition life cycle processes.

V. The DCMC Software Center will receive functional and operational direction, to include policy guidance and performance appraisals, from the Chief, Product Design, Development and Control Team (AQOF). Administrative support will be provided by the DCMDE.

FOR THE DIRECTOR:

Christine L. Gallo
CHRISTINE L. GALLO
Executive Director
Strategic Programming &
Contingency Operations

DISTRIBUTION

DCMC SOFTWARE CENTER CHARTER

MISSION:

The DCMC Software Center is:

- a. DCMC's centralized source for executing specialized "Software Acquisition Life Cycle" activities in the Early Contract Administration Service (CAS) and post-award environments, providing DCMC with a comprehensive, common process focus throughout all organizational levels.
- b. Responsible for providing "***credible and consistent***" software-related technical support to ***external*** and ***internal*** customers throughout all phases and levels of the DoD Acquisition, Systems Engineering, and Software Development Life-Cycle processes within the *Software Acquisition Life Cycle*.
- c. DCMC's National asset--available to DoD as a single point of contact for requested Software Acquisition Life Cycle support activities.

FUNCTIONS:

1. Serve as the DCMC focal point for coordinating, managing, scheduling, staffing, and responding to ***external/internal*** customer requests for software source selection, post-award, and other technical support and process evaluation activities. Technical support and process responsibilities and functions include, but are not limited to: Joint Logistics Commanders/Joint Group for Systems Engineering Functional Working Group Meetings and Initiatives, Software Capability Evaluations, Software Development Capability Evaluations, Software Risk Evaluations, ISO Audits, and Automated Data Processing Equipment Reviews, etc.
2. Establish and maintain a process for tracking, analyzing, and reporting contractor software development performance and efficiently provide the data and analysis to internal and external DCMC customers.
3. Identify, evaluate, develop, initiate development of, standardize, modify, maintain, make available or obtain rights to software automation and mission support tools and techniques useful to the DCMC software professional community and potentially throughout DoD.
4. Establish and maintain a process for tracking, analyzing, and reporting DCMC's performance in carrying out the CAS mission relative to surveillance of the Software Acquisition Life Cycle.
5. Support HQ and the Districts in all topics related to Software Acquisition Life Cycle surveillance, including recommending policy, developing training, reviews and audits, resource studies, marketing of DCMC skills, supporting liaisons and participating in DoD, Federal

Agencies, Industry, professional societies, and academic software organizations to minimize duplication of effort, share initiatives, and convey lessons learned.

6. Assist the Lead Agent in fulfilling responsibilities for the Software Professional Development Program (SPDP) and help coordinate the program's implementation with the HQ and District Workforce Development SPDP Managers.

7. Establish and maintain a process for tracking, scheduling, and managing DCMC's SPDP Certified Level III and Certified Level II/Aspiring to be Level III resources, and tasking them to perform DCMC Software Center mission activities.

a. Selected SPDP Level III certified resources shall provide up to 51% of their time performing DCMC Software Center tasks and shall have this support documented in the employee's position description and performance evaluation rating factors. They support their parent CAO when not performing an DCMC Software Center assigned task. CAO Commanders should investigate opportunities to support this effort within their current Full Time Equivalent allocations. Workload requirements can be addressed in local CAO annual Business Cases.

8. Establish and maintain a secure data repository environment to protect source selection sensitive information provided to the DCMC Software Center.

REPORTING and FUNDING:

The Software Center reports to the HQ DCMC Software Center Champion, AQOF, and is administratively supported, funded by, and physically located at DCMD East, Boston, MA.